



Georgia Department of Early Care and Learning

Georgia's Pre-K Program 2009-2010 Application Package For New Applicants Only

IMPORTANT: This application package is for NEW APPLICANTS ONLY (defined as providers who are not currently operating a lottery-funded Georgia's Pre-K Program class).

Continuation Pre-K providers (defined as providers who are currently operating a lottery-funded Georgia's Pre-K Program class) should not submit this version of the application package.

Continuation Pre-K providers must submit their application online in PANDA at the following address:

<http://www.decal.ga.gov/panda>

Thank you for your interest in Georgia's Pre-K Program!



2009 - 2010 School Year Pre-K Application Information Package

This package contains the Bright from the Start: Georgia Department of Early Care and Learning (Department) *2009 - 2010 School Year Georgia's Pre-K Program Application*, which allows you to apply for new, continuation, or expansion classes. This application must be completed fully.

The *2009 - 2010 School Year Resource Coordination Program Grant Application* is available only in PANDA. Additional information about the Resource Coordination program can be found in section 7.0 - Resource Coordination/Support Services of the 2008 - 2009 Pre-K Guidelines.

Due Dates

Pre-K applications must be completed and submitted to the Department via the web or on paper postmarked no later than **5:00 p.m. on March 13, 2009**. RC applications must be completed and submitted via the web no later than **5:00 p.m. on March 20, 2009**. **No applications will be accepted after the due dates listed above. Please note that all continuation Pre-K providers are required to apply online in PANDA. All newly funded providers will be assigned PANDA access upon funding.**

Incomplete Applications

It may be necessary to send some information in paper form to the Department. Incomplete applications (i.e., missing paperwork such as child care license requirements, Certificate of Incorporation, etc.) will **not** be processed until all required information is received. Approval of all incomplete applications will be subject to availability of funds and regional service needs when the application is properly completed.

Special Note: Funding for New and Expansion Classes

All applications for new and expansion classes must be received by **5:00 p.m. on March 13, 2009**. No requests for additional classes will be accepted past the application due date. The majority of new and expansion classes will be funded prior to the beginning of the 2009 - 2010 school year. Any expansion and new classes funded are at the discretion of the Department based on needs of service to children.

Low Roster Numbers - Any applicant operating with less than 15 children during the 2008 - 2009 school year on the final roster will not automatically be awarded a continuation class. The Department will review final rosters and contact those providers directly concerning the low numbers of children and make a final determination about continuation of services.

IMPORTANT: In past years, providers have operated partially or fully funded private classes in an effort to receive funding from the Department. Providers are strongly advised that operating private classes or funding classes at provider expense does not guarantee Department funding. Parents should be informed prior to the beginning of school if their children are enrolled in a class funded by the Department or in a class funded with other dollars.

Mail required paper documentation to:

Bright from the Start:
Georgia Department of Early Care and Learning
Pre-K Application Documentation Enclosed
10 Park Place South, Suite 200
Atlanta, Georgia 30303

Pre-K Application Approval Process

Each year, the Department receives numerous applications for Pre-K. The Department is unable to fund all applications and uses a priority system to make approval decisions. The majority of all continuation, expansion, and new classes will be funded prior to the beginning of the 2009 - 2010 school year. The purpose of the following information is to clarify the approval/funding process for Pre-K applications. Applications are funded in the following priority order:

- Continuation Classes in Good Standing
- New Classes in Targeted Areas
- Expansion Classes in Targeted Areas
- Classes in Areas of Demonstrated Need
- Classes Awarded After First Roster

1. Continuation Programs

Continuation programs are programs that are in “good standing” with Pre-K contracts for the current 2008 - 2009 school year.

“Good standing” is defined as programs that have maintained **full classes**, met all program and reporting requirements, met child care licensing regulations, met federal nutrition program rules where applicable, have no unresolved audit or reconciliation issues, and are not on probation.

Low Roster Numbers - Any applicant operating with less than 15 children during the 2008 - 2009 school year on the final roster will not automatically be awarded a continuation class. The Department will review final rosters and contact those providers directly concerning the low numbers of children and make a final determination about continuation of services.

2. New/Expansion Applications for a Targeted Area

New Applications - Applications from potential providers who have never received a contract for Pre-K.

Expansion Applications - Applications from providers who have contracts for the 2008-2009 school year and want additional classes for 2009 - 2010.

Targeted Counties:

- ⇒ Targeted counties are determined using a formula that evaluates each county's Pre-K/Head Start four-year-old saturation rate, high school graduation rate, and Pre-K waiting list. These counties are: **Bibb, Brooks, Catoosa, Chatham, Cherokee, Clarke, Clayton, Cobb, DeKalb, Forsyth, Fulton, Gwinnett, Hall, Henry, Lowndes, Paulding, Polk, Richmond, Walker, Whitfield.**

3. Areas of Demonstrated Need

Additional classes will be awarded in non-targeted counties based on documented need. The majority of these classes will be awarded prior to the beginning of the school year.

4. Additional Funding Considerations

- All approved classes must have space to serve 18 to 20 children. Class enrollments of 18 to 20 are required for economic viability.
- Care is taken in all areas not to impact existing programs/sites by over-funding. Therefore, awards are made over a period of time as need is established and class enrollments stabilize.
- Head Start enrollment numbers are considered in all funding decisions.
- Compliance with state child care licensing rules and federal program regulations is considered in all funding decisions. Applicants with serious outstanding child care licensing rule violations, an uncorrected adverse action or civil penalty, confirmed child abuse, or serious injury to a child during the previous school year, will not be approved. Applicants with a history of repeated non-compliance in child care licensing or termination from the federal nutrition program will not be approved.

No contracts will be sent to providers until after the budget bill is approved and signed by the Governor. This normally occurs between April and June.

Classroom Requirements and Operation

The maximum class size is 20 children. Serving more than 20 children in a Montessori setting requires prior Department approval AND the addition of staff to maintain the staff/child ratio of 1:10.

Approved programs will provide a minimum of 6.5 hours of direct instructional child contact per day for 180 days. Pre-K programs will offer appropriate instruction in language and literacy, math, science, art, physical development, and social skills. Pre-K programs will provide teacher-directed and child-initiated activities. Children will be exposed to a child-centered environment with a teacher who is supportive of children's active play. Appropriate instructional strategies will encourage active learning and problem solving rather than the rote learning of academic skills. Programs will provide for a range of interests and abilities to meet the needs of all children.

Curriculum

The Pre-K provider shall provide a complete educational program in accordance with age-appropriate instructional practice and use a Bright from the Start approved curriculum. During the 2008-09 school year, a curricula review was conducted and the updated list of approved curricula is below. Bright from the Start must approve any supplemental curriculum or locally developed curriculum. **New programs will be required to select a specific curriculum after a contract is awarded.**

The approved curriculum list for 2009-2010:

Curriculum	Company
AlphaSkills	AlphaSkills, Inc.
Blueprint for Early Literacy	Children's Literacy Initiative
Breakthrough to Literacy	SRA/Wright Group McGraw-Hill
Creative Curriculum	Teaching Strategies, Inc.
Curiosity Corner	Success for All Foundation
Doors to Discovery	SRA/Wright Group McGraw-Hill
Exceed Preschool Curriculum	School Specialty Childcraft Education
HighReach Passport	HighReach Learning
HighScope Curriculum	HighScope Educational Research Foundation
Imagine It!	SRA/Wright Group McGraw-Hill
Let's Begin with the Letter People	Abrams Learning Trends
Links to Literacy	Episcopal Children's Services
Opening the World of Learning	Pearson
Pinnacle Curriculum	ChildCare Education Institute
Scholastic Early Childhood Program	Scholastic Education Group
The DLM Early Childhood Express	SRA/Wright Group McGraw-Hill
The InvestiGator Club	Robert-Leslie Publishing

Continuation programs may change curriculums by submitting a completed **Curriculum Change Request Form** to the Pre-K Consultant assigned to their program. If the request is approved, you will receive notification of the change via PANDA.

All approved curriculum companies have been invited to attend Fall Director Training for 2009 to showcase their materials and for you to explore and ask questions. We invite you to contact any company you are interested in. More detailed information about each curriculum including the **Curriculum Change Request Form** will be available on the Bright from the Start website by March 15, 2009.

Guidelines for Choosing a Curriculum

The Department is not responsible for any specific curriculum training. There is NO additional funding for purchasing a curriculum or for training. Providers must use the existing Pre-K budget to purchase curriculum. Providers are encouraged to explore content, costs, and hours of training needed when considering a new curriculum.

Montessori Curriculum

Choosing Montessori as a curriculum will require you to have written approval from the Department. The approval decision will be based on teacher credentials, materials and equipment, and adherence to the Montessori philosophy. Any provider who wishes to choose Montessori as their curriculum must send a written request to the Assistant Commissioner for Pre-K. Montessori credential requirements are listed in Section 12.3 of the Pre-K Operating Guidelines. Information about Montessori materials and the Montessori Program Quality Assessment (PQA) can be found on the Bright from the Start website.

Programs currently implementing the Montessori curriculum will **not** be required to submit a letter seeking approval; however, existing Montessori sites will have to meet all revisions to

the Montessori PQA, new material requirements, and Montessori teacher credential requirements. Failure to meet these mandates will result in probation.

Child Eligibility

Eligible children are Georgia residents who are FOUR YEARS OF AGE ON SEPTEMBER 1, 2009. Children must have a date of birth between September 2, 2004 and September 1, 2005. (The Department's age requirement is consistent with the public school kindergarten entrance age in Georgia. Children must be five years of age on September 1 of the school year to enroll in public school kindergarten even if they have attended the Pre-K program.)

Children who are five years of age on September 1 of the school year and have late birthdays (birthdays in June, July, and August) or have delayed language and/or social skills or small physical size which would impact their readiness for school may enroll in the Pre-K program at the request of their parents **IF** they did not attend the Pre-K program as a four year old. Parents and teachers are encouraged to consider the child's date of birth, physical/emotional maturity, and prior experiences when making the decision about whether to enroll the child in the Pre-K program at age four or five. Parents will be required to sign an acknowledgement stating that their child has not attended Georgia's Pre-K Program in the previous year.

Funding

Programs will be funded solely on the number of children enrolled in each individual class. Pre-K providers will receive ten payments beginning in August 2009. Payments received in August will be based on enrollment and teacher credential information contained in the contract. Subsequent payments will be based on class roster and lead teacher credentials reported to the Department.

Calculations for roster payments utilize a half or whole month calculation for student enrollment. This means for children attending 15 days or more during any month, payments will be made as if the child was present for the entire month. For children attending 14 days or less during any month, payments will be made as if the child was present for one-half the month. The calculation for student enrollment gives providers time to re-fill the Pre-K slot before the payment is reduced. For teacher changes, calculations utilize the exact number of days a teacher is listed on the roster.

Note: Providers will be required to repay all funds received for approved classes that never operate. Pre-K funds may only be used to support the Pre-K program. Funds may be spent on salaries, materials, rent, utilities, transportation, food, equipment, field trips, classroom computers (if applicable, and with prior approval) and administration. A maximum of 6% of the total operating grant may be spent on administration, and a minimum of \$1,200 per class must be spent on classroom equipment, supplies, and materials. Local school systems that pay salaries/benefits over a twelve-month period must accrue funds to pay salaries/benefits across fiscal years.

Program Application/Contract Funding Information (Proposed)

Based on the Governor's fiscal year 2009 - 2010 budget (not officially approved by the General Assembly) the following rates will be in effect for the 2009 - 2010 school year:

Private Sector Rates Per Child

Lead Teacher Credential (see section 11.3)	Zone 1 Annual Rate	Zone 2 & 3 Annual Rate
Certified	\$ 4,061.84	\$ 3,732.23
Four-Year College Degree	\$ 3,502.36	\$ 3,172.75
AA, AAS, or AS Degree, Two-Year Technical Degree/Diploma, or Montessori Diploma	\$ 3,243.86	\$ 2,914.25

NOTE: Zone 1 includes these counties: Camden, Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Paulding, and Rockdale.

Public School Sector Rates Per Child

Lead Teacher Credential (see section 11.3)	Annual Rate
Certified *	\$ 3,705.36
Four-Year College Degree	\$ 3,016.80
AA, AAS, or AS Degree, Two-Year Technical Degree/Diploma, or Montessori Diploma	\$ 2,758.30

*Plus applicable training and experience per the 2009 - 2010 state teacher salary schedule.

NOTE: Funding rates reflect salary, benefits, and operating expenses for the core program. Additional funds are added for transportation services to Category One children.

Category One Designation

Category One child/family eligibility is defined by **participation** in one of the following: PeachCare, Food Stamps, SSI, Medicaid, or Temporary Assistance to Needy Families (TANF). Documentation of the child's participation must be verified and kept on file for review. Children who participate in the free and reduced meal program through the center/school in which they attend may also be counted if income eligibility is verified on each child and kept on file for review.

NOTE: It is not necessary to identify children as Category One prior to the beginning of the school year nor is it permissible to require that parents provide such information as a condition for Pre-K registration.

Transportation

Transportation of Category One children is not mandatory. Transportation will be reimbursed at \$165 annually per Category One child transported.

Community Resource Coordination

Resource Coordination (RC) for Category One children and families is available through a competitive grant. RC will be funded according to grant specifications. **See section 7.0 of**

the current Pre-K Guidelines for information related to this activity. RC funding can only be used for RC activities and never used to supplement the Pre-K program.

Extended Day

The Department does not require or provide extended day (before and/or after school) services. Extended day services for Pre-K children may be provided at the parent's expense. Income eligible children (Category One) may receive services through the Division of Family and Children Services (DFCS) subsidized child care programs. These arrangements should be made between the center, parents, and local DFCS offices. Payment arrangements for DFCS funded slots must be consistent with DFCS requirements.

Extended day fees for other children should be reasonable. While the Department cannot dictate the specific rates, it is recommended that fees for extended day services fall in the \$35-\$75 range per week for non-subsidized children.

Food Charges

Pre-K providers **may not** charge fees for food to Category One parents. Pre-K providers may assess a fee for food to Category Two parents. It is recommended that fees not exceed \$20 per week in private programs. Pre-K funds may be used to purchase food for the program. The Department recommends that providers explain all charges for meals, including plans for holidays and absentees, prior to or immediately following enrollment in the Pre-K program.

Providers are encouraged to apply for meal reimbursement through the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). For additional information and to see if your center qualifies, call (404) 651-7191.

For additional information or technical assistance, call (404) 656-5957 or 1-888-4GA-PREK. Online applicants can e-mail questions to panda.support@dec.al.ga.gov.



Georgia Department of Early Care and Learning

2009 - 2010 SCHOOL YEAR GEORGIA'S PRE-K PROGRAM APPLICATION

Program Legal Name: _____

Doing Business As Name: _____

Contact:

Pre-K Project Director:		
Phone Number:		FAX:
Business <u>Street</u> Address:		
City:	State:	Zip:
Business <u>Mailing</u> Address:		
City:	State:	Zip:
E-Mail Address:		

Contract Signatory:

Person authorized to sign contract:		Title:
Mailing address of contract signatory:		
City:	State:	Zip:
Phone Number:		
E-mail Address:		

THIS APPLICATION MUST BE COMPLETE AND ACCURATE. PLEASE PROVIDE ANY MISSING INFORMATION OR CORRECT INFORMATION IN ERROR. FAILURE TO PROVIDE ALL REQUESTED INFORMATION WILL RESULT IN PROCESSING DELAYS AND MAY JEOPARDIZE FUNDING.

1. Review the attached Pre-K Site Forms. Make changes as necessary. If you are requesting expansion classes, complete a Pre-K Site Form for each site/facility, indicating number of classes/students at each site, site address (county if multiple counties), site director, phone number, and e-mail address.
2. As specified in O.C.G.A. § 50-20, Relations with Nonprofit Contractors, DECAL requires, before entering into a contract with a nonprofit contractor, that the contractor:
 - Furnish DECAL with certified financial statements showing the nonprofit contractor's financial condition at the end of the previous fiscal year and revenues and expenditures for the previous fiscal year. Where the nonprofit contractor has been in existence for less than a full year, the financial statements shall cover the operations year to date for the current year. The financial statements shall include an individual listing of each employee and his salary and reimbursable expenses, a listing by category of the sources of income of the nonprofit contractor, and listing of the source or sources of all public funds received by the nonprofit contractor and the program for which the funds were received.



Georgia Department of Early Care and Learning

Georgia's Pre-K Program 2009-2010 Application Site Location Form

Program Legal Name: _____

Site/Location Name: _____ License #: _____

Pre-K Site Location Contact: _____ Email: _____

Site/Location Phone #: (____) - ____ - ____ Site/Location Fax #: (____) - ____ - ____

Site/Location Street Address: _____

City: _____ County: _____ Zip Code: _____

☐ **Mailing Address is same as Street Address**

Mailing Address: _____

City: _____ Zip Code: _____

Curriculum Statement (please check box)

☐ I understand that if awarded, I will be required to select one of the approved curricula from the Georgia's Pre-K Program approved curriculum list. Please refer to the Proposed Changes document for the curriculum list. More information will be available after programs are awarded.

(In **NEW/EXPANSION** Classes)

#	#
Teachers	Children
_____	_____ # of Certified (ECE, ELEM)
_____	_____ # of Bachelor of Science/Arts
_____	_____ # of Associate of Science/Arts
_____	_____ # of Associate Technical Degree
_____	_____ # of Montessori Diploma

Total for New/Expansion

_____ # of Classes _____ # of Children

(In **CONTINUATION** Classes)

#	#
Teachers	Children
_____	_____ # of Certified (ECE, ELEM)
_____	_____ # of Bachelor of Science/Arts
_____	_____ # of Associate of Science/Arts
_____	_____ # of Associate Technical Degree
_____	_____ # of Montessori Diploma

Total for Continuation

_____ # of Classes _____ # of Children



Georgia Department of Early Care and Learning

2009 - 2010 School Year Proposed Changes to Pre-K Program

Directions: Please carefully read the following information. Make a copy for your files. By returning this signed document to Bright from the Start: Georgia Department of Early Care and Learning (Department), or by submitting this application electronically, you are acknowledging that you are aware of and will operate according to these proposed changes.

Curriculum

The Pre-K provider shall provide a complete educational program in accordance with age-appropriate instructional practice and use a Bright from the Start approved curriculum. During the 2008-09 school year, a curricula review was conducted and the updated list of approved curricula is below. Bright from the Start must approve any supplemental curriculum or locally developed curriculum. **New programs will be required to select a specific curriculum after a contract is awarded.**

The approved curriculum list for 2009-10:

Curriculum	Company
AlphaSkills	AlphaSkills, Inc.
Blueprint for Early Literacy	Children's Literacy Initiative
Breakthrough to Literacy	SRA/Wright Group McGraw-Hill
Creative Curriculum	Teaching Strategies, Inc.
Curiosity Corner	Success for All Foundation
Doors to Discovery	SRA/Wright Group McGraw-Hill
Exceed Preschool Curriculum	School Specialty Childcraft Education
HighReach Passport	HighReach Learning
HighScope Curriculum	HighScope Educational Research Foundation
Imagine It!	SRA/Wright Group McGraw-Hill
Let's Begin with the Letter People	Abrams Learning Trends
Links to Literacy	Episcopal Children's Services
Opening the World of Learning	Pearson
Pinnacle Curriculum	ChildCare Education Institute
Scholastic Early Childhood Program	Scholastic Education Group
The DLM Early Childhood Express	SRA/Wright Group McGraw-Hill
The InvestiGator Club	Robert-Leslie Publishing

Continuation programs may change curriculums by submitting a completed **Curriculum Change Request Form** to the Pre-K Consultant assigned to their program. If the request is approved, you will receive notification of the change via PANDA.

All approved curriculum companies have been invited to attend Fall Director Training for 2009 to showcase their materials and for you to explore and ask questions. We invite you to contact any company you are interested in. More detailed information about each curriculum including the **Curriculum Change Request Form** will be available on the Bright from the Start website by March 15, 2009.

Guidelines for Choosing a Curriculum

The Department is not responsible for any specific curriculum training. There is NO additional funding for purchasing a curriculum or for training. Providers must use the existing Pre-K budget to purchase curriculum. Providers are encouraged to explore content, costs, and hours of training needed when considering a new curriculum.

Montessori Curriculum

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Programs currently implementing the Montessori curriculum will **not** be required to submit a letter seeking approval; however, existing Montessori sites will have to meet all revisions to the Montessori PQA, new material requirements, and Montessori teacher credential requirements. Failure to meet these mandates will result in probation.

Teacher Assistant Credential/Certification Requirements

Any ONE of the credentials/degrees listed below will meet the credential requirement for Pre-K Assistant Teachers.

- Valid Child Development Associate (CDA) credential (issued by the Council for Professional Recognition)
Note: A CDA credential is valid for three years from the award date, after which it may be renewed in five-year increments.
- TCC (Technical Certificate of Credit) in Early Childhood Education
- TCD (Technical College Diploma) in Early Childhood Education
- AA, AS, AAS, AAT (Associate Degree) in Early Childhood Education
- Valid Paraprofessional Certificate (issued by the Georgia Professional Standards Commission)

Newly hired Teacher Assistants will be required to hold a valid Child Development Associate (CDA) or higher credential **or** be eligible for a waiver at the time of application for employment. To qualify for a waiver, a new applicant must be currently in the process of obtaining an appropriate ECE credential or degree.

Returning Pre-K Assistant Teachers who do not currently hold any of the above credentials/degrees will NOT be required to apply for a waiver. Bright from the Start will allow current Assistant Teachers an opportunity to enroll in eligible programs of study leading to the award of one of the above ECE credentials or degrees.

For more information about obtaining a CDA or higher degree, please contact the Department of Technical and Adult Education at www.dtae.org. Information is also available through local Resource and Referral agencies and on Bright from the Start's website.

All Assistant Teachers, new and returning, are required to register in the Georgia Early Care and Education Professional Development Registry by January 1, 2010.

The registry will be used to verify and track assistant teacher credentials. Please do not begin this process until the new registry application is released on July 1, 2009. Specific information on the process will be forthcoming.

Salaries

The following information is based on the FY2010 Governor's Recommended Budget. These amounts are not final until the FY2010 Appropriation Bill is signed into law. The Department provides the following salaries based on the reported teacher credential level. Providers have the ability to set salary levels as long as they meet the minimum salary listed below:

Lead Teachers

Professional Standards Commission (PSC) or out-of-state certified lead teacher in Early Childhood or Elementary Education
\$33,424.00 (*\$30,081.60)

Four-year college degree in Early Childhood, Elementary Education, or a PSC certificate in Special Education or other specialty field for grades P-12
\$24,252.25 (*\$21,827.02)

Valid Early Childhood Care and Education or Child Development post-secondary technical institute diploma/degree, or Advanced Early Childhood Care and Education or Child Development and Related Care post-secondary technical institute diploma/degree, or an associate degree (AA, AS, AAS, or AAT) in Early Childhood Education, or a Montessori diploma
\$20,014.48 (*\$18,013.03)

* Salaries are negotiated between the provider and the teacher. Providers are required to pay a minimum of 90% of the total salary funded by the Department. The minimum salary amount does not include any additional benefits the teacher may receive.



Georgia Department of Early Care and Learning

2009 - 2010 School Year Proposed Changes to Pre-K Program

Changes listed are **proposed** changes. *Georgia's Pre-K Program 2009 - 2010 School Year Pre-K Providers' Operating Guidelines*, dated July 1, 2009, will be used to determine program compliance for the 2009-2010 school year. The Pre-K program provider agrees to the following when signing the school year contract:

To comply with the most recent Georgia's Pre-K Program Providers' Operating Guidelines, the Summary of Pre-K Changes document, and any addenda (Section III A).

- ☐ I acknowledge that I have read this summary of program changes and will operate my Pre-K program accordingly.

Contract Signatory

Date

Title

Legal Name of Company

D/B/A



Georgia Department of Early Care and Learning

PROPOSED 2009-2010 School Year Critical Reporting Dates

Listed below are the critical reporting dates for submission of information to Bright from the Start: Georgia Department of Early Care and Learning (Department).

August 2009	The Pre-K provider shall submit copies of all lead teacher credentials and/or certificates that cannot be verified electronically through the Georgia Professional Standards Commission (PSC) and other requested information to Bright from the Start.
08/13/09	Roster Count Date
08/20/09	Roster Due Date – The Pre-K provider shall complete and send to the Department a completed class roster, name of lead teacher. Copies of new Pre-K lead teacher credentials except those that can be verified electronically through the PSC, must be sent in to Bright from the Start.
08/20/09	Waiting List Due Date – The Pre-K provider shall complete, on PANDA, waiting list information entry.
09/10/09	Roster Count Date
09/17/09	Roster Due Date – The Pre-K provider shall complete and send to the Department a corrected roster with changes made for students and teachers, if applicable. Copies of credentials for new teachers must be sent if they cannot be verified electronically through the PSC.
09/17/09	Waiting List Due Date – The Pre-K provider shall update, on PANDA, waiting list information entry.
10/15/09	Roster Count Date
10/22/09	Roster Due Date – The Pre-K provider shall complete and send to the Department a corrected roster with changes made for students and teachers, if applicable. Copies of credentials for new teachers must be sent if they cannot be verified electronically through the PSC.
10/22/09	Waiting List Due Date – The Pre-K provider shall update, on PANDA, waiting list information entry.
12/22/09	Resource Coordination Total Summary Report due
01/14/10	Roster Count Date
01/21/10	Roster Due Date – The Pre-K provider shall complete and send to the Department a corrected roster with changes made for students and teachers, if applicable. Copies of credentials for new teachers must be sent if they cannot be verified electronically through the PSC.
01/21/10	Waiting List Due Date – The Pre-K provider shall update, on PANDA, waiting list information entry.

02/11/10	Roster Count Date
02/18/10	Roster Due Date – The Pre-K provider shall complete and send to the Department a corrected roster with changes made for students and teachers, if applicable. Copies of credentials for new teachers must be sent if they cannot be verified electronically through the PSC.
02/18/10	Waiting List Due Date – The Pre-K provider shall update, on PANDA, waiting list information entry.
03/11/10	Roster Count Date
03/18/10	Roster Due Date – The Pre-K provider shall complete and send to the Department a corrected roster with changes made for students and teachers, if applicable. Copies of credentials for new teachers must be sent if they cannot be verified electronically through the PSC.
03/18/10	Waiting List Due Date – The Pre-K provider shall update, on PANDA, waiting list information entry.
04/15/10	Funding approval deadline – The deadline for approval of instructional technology and playground purchases by regional consultant.
05/13/10	Final corrections and any changes to rosters are due. No changes will be allowed after this date.
06/11/10	Final Resource Coordination Total Summary Report due (or last day of school)
08/31/10	Private provider 2009-2010 reconciliation reports are due to Department.
09/30/10	Public school 2009-2010 reconciliation reports are due to Department.

Note: Rosters must include staff date of hire along with date of enrollment and birth dates for children. Rosters must be completed in order to receive payments. Additional information shall be required on enrolled children including gender, race/ethnicity, English language proficiency, and special education services. It is the responsibility of Providers to review electronic payment advice information in PANDA and alert Bright from the Start of any questionable discrepancy in the payment amount on or before May 13, 2010. Corrections and/or changes not recorded timely on submitted rosters could result in non-payment of the adjusted amount.

Bright from the Start **may** request surveys and other information during this program year. Please return any requested information according to the formats and time lines indicated by Bright from the Start.

These dates are proposed and subject to change. Refer to Critical Reporting Dates in *2009-2010 School Year Pre-K Providers' Operating Guidelines* available July 1, 2009.



Georgia Department of Early Care and Learning

2009-2010 School Year Georgia's Pre-K Program Assurances

I AGREE THAT:

- ☐ I have existing space and appropriate licenses.
- ☐ I have read and agree to comply with the Pre-K Program Guidelines and any addenda.
- ☐ All information contained within this application, as well as documentation required as a Pre-K fiscal agent, is considered public information and will be included in the program's permanent file and is subject to Open Records request(s).
- ☐ I will be paid for **only** the number of children that I serve (I understand that I must maintain at least 18, but no more than 20 children in each class. Payment rates for 18, 19, and 20 children will differ).
- ☐ Any child in my Pre-K program **must be four years old on September 1 of the current year.**
- ☐ Eligible children will receive 6.5 hours of daily instruction.
- ☐ I will provide appropriate instruction to Pre-K children.
- ☐ I will provide salary, subsistence, and mileage for my teachers to attend state approved teacher training.
- ☐ I will submit all rosters by reporting dates.
- ☐ I will not discriminate in my enrollment/registration process.
- ☐ I will refer children with suspected special needs to the appropriate school system.
- ☐ Pre-K funds may be used to pay for Pre-K staff salaries, materials, supplies, and equipment (playground equipment by special permission), field trips, food, transportation, administration (no more than 6%), computers (requires prior BFTS approval), and any other items which benefit or enhance Pre-K children and program.
- ☐ No religious activities will be included in my program; "a moment of silence" may be observed at meal times.
- ☐ All extended day (before and after school care) services for Category One children will be processed through the Division of Family and Children Services (DFCS).
- ☐ I will provide the BFTS upon request with a list of all children on my waiting list. This information will include the child's name, parent's name, address, and telephone number.
- ☐ My staff and I will attend all required BFTS training.
- ☐ One and one-half (1.5) hours per day will be spent on teacher planning time, conferences, etc.
- ☐ If my application, building or licensure process is incomplete, the application will not be considered until totally complete. Approval of all incomplete applications will be subject to availability of funds and regional service needs when the application is properly completed.
- ☐ I acknowledge that all information provided in this application is true and accurate. I understand that falsifying information reported will result in automatic termination of the contract.
- ☐ I acknowledge that I have read and will operate my Pre-K program as I have assured above.

My program will operate from _____ a.m. to _____ p.m. = 6.5 hour instructional day (not to begin before 7:30 a.m.).

For information purposes, I have _____ (# of 3 year olds) currently enrolled in my center who will be eligible to attend Pre-K next year.

Authorized Signature

Date

Position



Georgia Department of Early Care and Learning

New Pre-K Program Applicants Only

1. Briefly describe what you plan to provide your Pre-K children during the 6.5 hours of instructional time, including a daily schedule.
2. Please describe your expectation for your Pre-K children at the end of your 180 day program.
3. Describe why DECAL should fund a class(es) at your site(s).
4. Did you have a private pay class of children who were age eligible to attend Georgia's Pre-K Program during the current school year? How many children were enrolled? What was the credential of the lead teacher in the class?

Please include the following documentation with your application:

- Picture of the room(s) intended for Pre-K class(es)
- Picture of the outside of the center(s)
- Current child care learning center license
- First page of licensure study which identifies room capacities with the proposed Pre-K classroom indicated
- Secretary of State's certification page of Articles of Incorporation
- Completed W-9 Form



2009-2010 VENDOR TIN VERIFICATION

Pursuant to Internal Revenue Service (IRS) Regulations, vendors must furnish their Taxpayer Identification Number (TIN) to the state. If this number is not provided, you may be subject to a 31% withholding on each payment. To avoid this 31% withholding and to ensure that accurate tax information is reported to the IRS and to the state, please use this form to provide the requested information.

Legal Name: _____
Doing Business As (DBA): _____
Address: _____
Telephone #: _____ FAX #: _____
of years in Business: _____
NINE DIGIT TAXPAYER NUMBER
Social Security Number **OR** Fed ID#: _____

BUSINESS DESIGNATION (CHECK ONE)

- Governmental..... ☐
Sole Proprietorship..... ☐
Partnership..... ☐
Corporation..... ☐

BUSINESS TYPE (CHECK ONE) *

- Minority Company..... ☐
Small Company..... ☐
Minority & Small Company.... ☐
Other Company..... ☐

Demographic Designation (Check One)

applies to the ownership of the sole proprietor, partners, or majority stockholders of the corporation.

- Asian or Pacific Islander..... ☐
Black or African American..... ☐
Hispanic..... ☐
Native American or Alaskan native..... ☐
White ☐
Multi-racial..... ☐ (please specify: _____)

As specified in O.C.G.A. § 50-20, Relations with Nonprofit Contractors, DECAL requires the contractor to: Furnish the state agency with certified financial statements showing the nonprofit contractor's financial condition at the end of the previous fiscal year and revenues and expenditures for the previous fiscal year.

* **Minority Company** A minority race is defined as an individual who is a member of a race that composes less than 50 percent of the total population of the state of Georgia. This business must be: (a) owned by a member of a minority race or (b) a partnership of which one or more members is of a minority race or (c) a public corporation of which a majority of the common stock is owned by one or more members of a minority race.

Small Company Business has less than 100 employees or less than \$1,000,000.00 in gross receipts per annum.

Minority & Small Company Business falls into both categories.

Other Company Vendor is neither a small nor a minority owned business.

Funding decisions made by Bright from the Start are not based on business designation, business type, or demographic designation. This information is requested from all vendors applying with the state of Georgia.

BUSINESS STATUS (CHECK ONE)

- Profit..... ☐
Nonprofit..... ☐

TAX EXEMPT STATUS (CHECK ONE)

- ☐ This organization was approved by IRS for tax-exempt status on: _____
(Date)
☐ This organization submitted an application to IRS for tax-exempt status on: _____
(Date)
☐ This organization is not tax-exempt.

What is the operating fiscal year of this organization? _____ to _____
(Date) (Date)

☐ *Under penalties of perjury, I declare that I have examined this request and to the best of my knowledge and belief, it is true, correct, and complete.*

Authorized Signature _____ Title _____ Date _____

Online Access Agreement

For PANDA (Pre-K Application and Database Access) System

This form represents a user agreement concerning access to the web-based PANDA system administered by the Department of Early Care and Learning and the provider listed below.

Legal Name of Provider:

(Please Print)

Contract Signatory:

(Please Print)

Project Director:

(Please Print)

Important Note: Your organization will be notified via e-mail of your user ID and password at the address you specify below. All e-mail correspondence from the Department of Early Care and Learning to your organization will be sent to this address. Please ensure it is the correct address for the Project Director of your organization, and that the e-mail account is current and checked on a regular basis.

Project Director's E-mail Address: _____

(Please Print Clearly)

I understand that per my request to be an online Pre-K provider I will be issued a user ID and password for accessing the PANDA system. I certify that I am authorized to make this request to the Department of Early Care and Learning. This user ID/password will allow me to enter, edit, and view information on my company and sites. The user ID/password created for me will also allow me to create and authorize other employees of my company to use the PANDA system for job-related duties. The use of any of these user IDs and passwords to submit information via the Internet is considered the same as filing this information via paper forms. It is my responsibility to maintain the integrity of this information by limiting access to specifically identified individuals. I understand that it is my responsibility to discontinue access when staff changes occur. **I further understand that the Department of Early Care and Learning is not liable for any entries made on the PANDA system that are submitted under user IDs and passwords assigned to or created by me.**

Contract Signatory

Title

Date

Project Director

Title

Date



Georgia Department of Early Care and Learning

Authorization Agreement For Automatic Deposit of Georgia's Pre-K Program Funds

RETURN THIS FORM ONLY IF YOU ARE A NEW APPLICANT, OR IF YOU HAVE CHANGED BANK ACCOUNTS.
THIS FORM MUST BE MAILED WITH A VOIDED CHECK.

Legal Name of Provider: _____

Federal Employer Identification Number: _____

Type of Action (check one):

- ☐ New Applicant Information
☐ Change to Current Information

Effective Date: _____

I authorize the Department of Early Care and Learning to deposit my reimbursements directly into my bank checking account with _____.
(Name of Bank)

A voided check with my account number circled is attached to this form. If I change banks or my banking account, I understand that I am responsible for submitting immediate written notification of the changes to the Department of Early Care and Learning.

I further authorize the Department of Early Care and Learning to adjust any over/under deposit made in error to my account.

Provider Signature

Date

*Please attach one of your checks here.
Write "VOID" on the front of the check.*

Monthly Pre-K deposits are guaranteed by the 12th of each month beginning in August. In the event the 12th falls on the weekend, the deposit will be made on the following business day.

W-9

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Georgia's Pre-K Program Application

Checklist for 2009-2010 School Year New Providers

Providers who have never received DECAL funding should include the following forms and documents in their application package and return to DECAL:

- ☐ Georgia's Pre-K Program Application Form
- ☐ Site Form(s)
- ☐ *Vendor TIN Verification* Form
- ☐ *New Prekindergarten Program Applicants Only* form
- ☐ Acknowledge reading and agreeing to operate according to the *2009-2010 School Year Proposed Pre-K Program Changes*
- ☐ Acknowledge reading and agreeing to operate according to the *2009-2010 School Year Georgia's Pre-K Program Assurances*
- ☐ Pictures of the outside of the site
- ☐ Pictures of the room you intend to use for the new Pre-K classroom
- ☐ Current child care learning center license
- ☐ First page of the licensure study which identifies room capacities with the proposed Pre-K classroom indicated
- ☐ Secretary of State's certification page of Articles of Incorporation
- ☐ Authorization Agreement For Automatic Deposit of Pre-K Funds
- ☐ Completed W-9 Form
- ☐ Completed Online Access Agreement